



# MERIT PROMOTION JOB OPPORTUNITY

[www.gpo.gov](http://www.gpo.gov)

**Announcement Number:** 06-307  
**Position Title:** **Printing Plant Worker (Bindery)**  
**Series and Grade:** KA-4402-03  
**Salary Range:** \$14.10 - \$18.89  
**Promotion Potential:** None  
**Opening Date:** 1/17/06  
**Closing Date:** 1/30/06  
**Location of Position:** Plant Operations, Production Department, Binding Division, Blank Section, WASHINGTON, DC  
**Number of Openings:** One  
**Type of Appointment:** Permanent  
**Work Schedule:** Full-time, Shift 1, 7:30 a.m. – 4 p.m.  
**Who May Apply:** Permanent GPO employees only

## **MAJOR DUTIES:**

The incumbent is responsible for feeding, packing, and collecting signatures (books). Specifically, duties involve the following tasks: **Feeding/Packing functions:** Lifts, fans and bends signatures into appropriate numbers of machines pockets in sequence. Assures that the proper sequence is maintained and that pockets are kept full to prevent down time on the machine. Takes gathered signatures, as required, from the machine in prescribed quantities and stacks them onto a table. Spot checks gathered signatures to ensure that they are processed and reports improperly processed material to the appropriate authority. Inspects, loads, and packs signatures into cartons and or onto skids. **Collating functions:** Pulls completed signatures, materials, and pamphlets off the line, and inspects them to ensure that they are in proper order.

## **QUALIFICATIONS NEEDED:**

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: *Ability to perform the work of a Printing Plant Worker (Bindery) with normal supervision.* Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of this position.

## **HOW YOU WILL BE EVALUATED:**

**Applicants will be evaluated on the basis of information obtained from the attached Special Application Form.** Your overall background of experience, education, awards, and training will be evaluated to determine to what degree you possess the knowledge, skills, and abilities (KSA) listed in the job elements below. Applicants must meet the screen-out element (number one below) to be eligible for further consideration.

**Job Elements for this position:**

1. Ability to do the work of a Printing Plant Worker (Bindery) with normal supervision **(SCREEN OUT)**. Describe experience and training you have had that demonstrates your ability to work independently as a Printing Plant Worker (Bindery). Please give specific examples detailing the kinds of instructions you receive(d) from your supervisor in performing bindery duties.
2. Knowledge of the materials and equipment used to handle and process signature work.
3. Ability to inspect work to ensure that all materials are in proper sequence order and to recognize improperly processed signatures.
4. Ability to handle loads and perform work involving continuous physical activity, such as prolonged standing, bending, stooping, and reaching.
5. Ability to follow oral and written instructions.

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**Step 1:** Complete the attached Special Application Form.

**Step 2:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

**Step 3:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

**Send Your Complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: applicationprocessing@gpo.gov

**For Additional Information Please Contact:**

Plant Operations Human Capital Department  
Sheri Parker  
Phone: (202) 512-1308  
TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**GPO will not pay relocation costs.**

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**

***THIS IS A PERMANENT POSITION WHICH REQUIRES CIVIL SERVICE STATUS***

**Special Application for the Following Vacancy:**

Printing Plant Worker (Bindery)  
Production Department, Binding Division,  
Blank Section, Shift 1

**Vacancy Announcement Number: 06-307**

Open: 1/17/06

Close: 1/30/06

Name	Current Position Title	Grade	Daytime Telephone #
Address	City	State	Zip Code
Type of Current Appointment			
<input type="checkbox"/> Temporary <input type="checkbox"/> Career or Career Conditional <input type="checkbox"/> Excepted (Schedule A) <input type="checkbox"/> Excepted (Veterans)			

**NOTE TO APPLICANT:** Please answer each question in the space provided following each of the questions. You may use additional sheets of plain paper, if necessary.

***Please PRINT LEGIBLY or TYPE.***

1. **Have you ever worked in a production environment where you had to hand feed items into machinery while keeping pace with operations?**

\_\_\_ Yes \_\_\_ No

**If yes, please explain in detail:**

- a. What were your responsibilities?
- b. What precautions were taken to ensure proper sequence?
- c. Where did you acquire this experience?
- d. For what period of time did you perform this type of work?
- \_\_\_ Years \_\_\_ Months

2. **Have you ever worked in a position where you had to be alert to recognize improperly processed items?**

\_\_\_ Yes \_\_\_ No

**If yes, please explain in detail:**

- a. What were your responsibilities in recognizing improperly processed items?

b. What steps did you take if you found items improperly processed?

c. Where did you acquire this experience?

d. For what period of time did you perform this type of work?

\_\_\_\_ Years \_\_\_\_ Months

**3. Have you ever worked in a position where you were responsible for inspecting items?**

\_\_\_\_ Yes \_\_\_\_ No

**If yes, please explain in detail:**

a. What kind of items did you inspect?

b. Why was it important to inspect these items?

c. What steps did you take if you found any discrepancies?

d. Where did you acquire this experience?

e. For what period of time did you perform this type of work?

\_\_\_\_ Years \_\_\_\_ Months

**4. Have you ever worked in a position where you were required to follow oral and/or written instructions?**

\_\_\_\_ Yes \_\_\_\_ No

**If yes, please explain in detail:**

a. Give two examples of oral instructions you had to follow.

b. Give two examples of written instructions you had to follow.

**5. Are you able to perform the following physical activities on a full-time basis?**

Walking \_\_\_\_\_ Yes \_\_\_\_\_ No

Bending \_\_\_\_\_ Yes \_\_\_\_\_ No

Reaching \_\_\_\_\_ Yes \_\_\_\_\_ No

Stooping \_\_\_\_\_ Yes \_\_\_\_\_ No

a. Are you able to perform tasks involving heavy lifting?

\_\_\_\_\_ Yes \_\_\_\_\_ No

b. How many pounds are you able to lift and/or carry on a regular basis? \_\_\_\_\_ lbs

c. What safety precautions must you observe while lifting?

**6. Have you ever received an award while working for the Federal Government?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please check the appropriate boxes below as to the type of award(s) received. For each type specify the years received and whether or not it was a Cash Award.

**NOTE: Letters of Appreciation are NOT considered awards and should not be listed.**

<u>Awards</u>	<u>Year(s) Received</u>	<u>Cash Award</u>
___ Outstanding Performance Award	_____	_____ Yes _____ No
___ Special Achievement Award	_____	_____ Yes _____ No
___ Quality Step Increase	_____	_____ Yes _____ No
___ Approved Suggestions	_____	_____ Yes _____ No
___ Other GPO Awards (Give Names)		
_____	_____	_____ Yes _____ No
_____	_____	_____ Yes _____ No

**7. Have you ever taken courses or training that were related to the position for which you are applying?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, please complete the following:

**NOTE: On-the-Job Training should NOT be listed.**

<u>Title of Course/Training</u>	<u>Total Hours</u>	<u>Location of Course/Training</u>	<u>Completed</u>	<u>Certificate of Completion Received.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

After completing this form, look it over carefully to make sure that you have **answered every question**. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_